



Jacob Nathaniel Palasek
801 West Fulton St, Grand Rapids, MI 49504
616.334.4513
www.computocgr.com mail@computocgr.com



Summary of Skills to Consider For Employment in an IT Related Field:

Software, Operating System, and Programming Skills:

- Windows Server 2000, Server 2003, XP, Vista, 7, Server 2008, & Server 2008 R2
- Android OS 2.3 through 4
- Linux (Installation and Configuration)
- Office XP, 2003, 2007, 2010, & 2013
- Access 2003, 2007, 2010, & 2013
- Excel Macro Programming
- Adobe Illustrator CS to CS6
- Adobe Photoshop CS to CS6
- Adobe Dreamweaver CS3 to CS6
- Various Anti-Virus, Anti-Malware, & Anti-Spyware Software
- Various Ghosting, Backup, and Partitioning Software (Symantec and Acronis)
- Visual Basic 2005 .NET
- Statistical Analysis Software (SAS)
- Maple (12 to 16)
- Batch Files & Scripts
- HTML 4 and 5
- Active Directory
- CSS 2 & 3

Hardware Skills:

- Desktops
- Laptops
- Servers
- Tablets (Android)
- Smart Phones (Android)
- Motherboards
- Laptop Motherboards
- Hard Drives (IDE, SATA, & SSD)
- Memory
- Controller Cards
- Network Cabling
- Network Switches
- Wired Routers
- Wireless Routers
- Cable Modems
- DSL Modems
- Expansion Cards
- CD, DVD, & BR Devices
- Printers
- Laptop DC Power Jacks
- Laptop Keyboards



Jacob Nathaniel Palasek
801 West Fulton St, Grand Rapids, MI 49504
616.334.4513
www.computocgr.com mail@computocgr.com



Networking Skills:

- Installing NIC cards (wireless or wired)
- General TCP/IP setup and protocol knowledge
- Setting up small networks with a Windows Server 2003 and 2008 R2 (up to 15 computers was the largest domain network I have setup so far)
- Use of tools such as “ping”, “arp”, “nslookup”, “net share”, etc.
- Routing Using a Server (not a dedicate device such a Linksys Router). This also includes port forwarding, firewalls, and IP exclusions
- DHCP, DNS, and Routing (NAS) Servers

Internet (also WAN) Related Skills:

- Setup of POP & SMTP email servers
- Setup email accounts on workstations (POP3, SMTP, IMAPI, etc.)
- Remote Access (mainly Telnet and Remote Desktop Configurations)
- FTP Servers and Account Access (setup of File Shares and Accounts)
- Web Servers (Mainly IIS 6.0 & 7.0 and I have some Apache knowledge)
- Web hosting in general (pricing, file uploading, search engine optimizations, sitemaps, etc.)
- Google Analytics & Web Master Tools

Other Related Computer Skills:

- Various Audio and Video conversion and editing Software (mainly Sony Products and Adobe)
- The Authoring of DVD's and CD's (Video, Data, or Audio)
- Converting older media to be used or played on newer media (LP's to CD's, ect.)
- Circuit board soldering

Web Sites Designed and Maintained:

- www.computocgr.com
- www.nitecapbar.com
- www.polishfalcons.net
- www.spartatowing.com
- www.a1towingnewaygo.com
- www.a1towinggrant.com

Other Useful Skills:

- Minor in Mathematics, Business, & Health Care Information Systems
- Proficient in Medical Terminology and Latin
- Accounting
- Management
- Marketing
- I have 3 years experience in operating a Hilo